



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, December 9, 2015, 9:30 am
ImagineIF Bigfork**

MEETING MINUTES

Present: Al Logan, Michael Morton, Connie Leistiko, Terry Guidi, Jane Lopp (Board); Kim Crowley, Connie Behe, Teri Dugan, Sean Anderson, Martha Furman, Annie Leberman (Staff); Sarah Johnson (Library Foundation).

- I. Call to Order:** T. Guidi called the meeting to order at 9:31 am.
- II. Open time for persons to address the Board:**
- III. Approval of Minutes:**
Moved by A. Logan "that we approve the minutes of the November 18, 2015 Board meeting as presented."
Seconded by M. Morton **APPROVED**
- IV. Reports**
Finance Report:
 - K. Crowley presented the budget amendment in the amount of \$67,000 for the Columbia Falls remodel project in the 4020 Library Depreciation Reserve Fund. The project ran over into the FY16 budget year, but the budget does not reflect this. The total cost of the remodel is expected to be \$137,000.
 - Because this project is in the County's Capital Improvement Plan, the budget amendment must be approved by the commissioners.
Moved by J. Lopp "to amend the 4020 Library Depreciation Capital Improvement Fund, Capital Outlay Buildings line item to \$67,000."
Seconded by C. Leistiko **APPROVED**
Directors Report:
 - Headaches have been reported from staff working in the library basement. C. Behe is investigating and working with staff to solve the issue.
 - The "Who Do You Know" program at ImagineIF Columbia Falls has been extended due to popularity. This involves identifying the individuals in a photo of Columbia Falls Aluminum Company Staff.

- Crowley and Behe will be presenting a workshop at the annual Public Library Association Conference in Denver in April, which is being held the same time as the Montana Library Association annual conference in Missoula. Several Trustees expressed interest in attending the 2016 MLA Conference.
- The library is excited to welcome 2 two new staff members.
- Interviews for a Materials Handler position in Columbia Falls are underway.

Summer Experience Report:

- M. Furman presented an overview of the Summer Experience Program, which is designed to address the need for continued learning through the summer months.
- Performance reports were reviewed in children's and teen areas.
- A six year overview was discussed.

Columbia Falls Project Budget Report:

- S. Anderson reported that the Columbia Falls remodel project is wrapping up the third and final phase.
- The remodel has included 100 volunteer hours and 200 staff hours.
- The final accounting for the project will be presented at the January meeting. There are still a few outstanding bills to pay.

Statistics:

- C. Behe reported on overall statistics for FY16.
- Program attendance and building traffic are both up.
- Computer use is up in Kalispell.
- Overall, checkouts are down 2%.

Foundation Report

- S. Johnson reported the annual appeal letter has been mailed. A preliminary report will be given at the end of December.
- The Lunch and Learn program will return in January.
- Loud at The Library is scheduled for March 24, 2016 at 5:30pm. Planning continues for the event.
- Dec. 16 is the next Library Foundation meeting. Trustees are welcome to attend.

Facilities Committee Report

- A. Logan reported that there are three possibilities for sites in Bigfork.
- A downtown site in Columbia Falls has been brought to the board's attention.
- Downtown Kalispell future sites include property near Cenex and Smiths Foods.

- The facilities committee met with Commissioner Kruger and County Administrator Pence earlier in the week.
- Kruger encouraged the library to produce a plan to show a schedule to raise money and then bring it to the Commissioners.
- Kruger encouraged the library to apply for PILT money and begin putting money away in the Capital fund for a Library in Kalispell.
- Krueger would like the board to consider a separate CIP fund so money can be put away by the commissioners.
- The Board should consider asking the Foundation to launch a fundraising feasibility study.

V. New Business

Early Closure on December 24th (ACTION)

Moved by J. Lopp "to close all ImagineIF Library locations at 3pm on December 24th for the holiday.

Seconded by C. Leistiko.

APPROVED

VI. Foundation MOU (ACTION)

- The Memorandum of Understanding with the Library Foundation was reviewed.
- Updates were discussed and the policy committee will meet before next meeting to finalize draft.

VII. Policy Updates: (ACTION)

The Policy Committee recently met to review and update four library policies, which were presented for Board approval.

Policy 2001 Library Services in Flathead County. **(ACTION)**

Moved by J. Lopp "to revise Policy 2001 as presented."

Seconded by A. Logan

APPROVED

Policy 2002 Hours of Service. **(ACTION)**

Moved by J. Lopp "to adopt Policy 2002 Hours of Service as presented."

No second needed.

APPROVED

Policy 2003 Library Accessibility. **(ACTION)**

Moved by J. Lopp "to adopt Policy 2003 Library Accessibility as revised."

No second needed.

APPROVED

Policy 2009 Contracted Services **(ACTION)**

Moved by J. Lopp "to adopt Policy 2009 Contracted Services as revised."

No second needed.

APPROVED

VIII.

Housekeeping

Next regular meeting: Wednesday, January 27, 2016, 9AM, ImagineIF
Columbia Falls.

IX. Adjourn: 12:28 PM.